



CITY OF HOUSTON

Job Posting

1
2
3
4
5
6
7
8

Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

CONTRACT COMPLIANCE SUPERVISOR

PN #110349

HOUSTON POLICE

NEIGHBORHOOD PROTECTION

N/A

2636 SOUTH LOOP WEST, SUITE 400*

MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*

*Subject to change

9

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Supervises and evaluates performance of administrative staff and administrative functions related to enforcement and abatement processes. Performs investigations, field and desk audits; prepares summary of findings related to compliance with contractor services and related abatement activities. Establishes, complies, and maintains reports and records of abatement services rendered. Receives and approves invoices for contractor related abatement activities. Develops and prepares Standard Operating Procedures for Contract Compliance and abatement processes.

10

WORKING CONDITIONS

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or periodic use of a video display terminal is required.

11

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelors degree in Business Administration, Public Administration, Liberal Arts or a related field.

12

MINIMUM EXPERIENCE REQUIREMENTS

Three years of responsible, professional administrative experience, preferably in contract compliance, are required.

13

MINIMUM LICENSE REQUIREMENTS

None.

14

PREFERENCES

None.

15

SELECTION/SKILLS TESTS REQUIRED

None.

16

SAFETY IMPACT POSITION

Yes

X

No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 22

\$1,277.00 - \$1,833.00 Biweekly

\$33,202.00 - \$47,658.00 Annually

18

OPENING DATE

May 10, 2006

19

CLOSING DATE

May 16, 2006

20

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer